



THURSTON COUNTY

WASHINGTON

Since 1852

COMMUNICABLE DISEASE  
POLICY & PROCEDURE MANUAL

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CANCELS: 10/25/95

SEE ALSO: \_\_\_\_\_

## POLICY

Approved By: 

### POL-01 HANDLING REPORTS OF NOTIFIABLE CONDITIONS

This policy applies whenever the health department receives notice of a reportable communicable disease or a serious reaction to vaccination. The notice may be in writing, by telephone, or in person. Notifiable conditions are defined by the Washington Administrative Code, WAC-246-101, as revised in 2000. In general, communicable diseases are managed according to guidelines presented in:

Chin, JAMES 2000. Control of Communicable Diseases Manual. American Public Health Association, Washington, D.C., or most recent edition.

A. The Thurston County Health Officer Will Investigate And Manage All Reports Of Notifiable Conditions.

The Thurston County Health Officer assigns the following as Communicable Disease Health Officers: Community Health Nurses, STD Investigator, Environmental Health Officers, Program Supervisors and related support staff to manage the reports. When the above listed staff are not available, the Director or Deputy Director of Thurston County Public Health and Social Services, Personal Health Supervisor or Environmental Health Supervisor will be assigned to manage the cases. The Thurston County Public Health Department will gather information about any reportable disease that occurs in Thurston County. The Department will log reports, obtain case history, information on exposed persons, manage outbreaks, and report to the state. The assigned staff will keep records of his/her activities.

B. Reports Of Certain Diseases Will Be Referred Initially To The Communicable Disease Reporting Team Staff.

**Immediately** - report diseases to the Communicable Disease Nurse or in his/her absence, a Personal Health Supervisor or Thurston County Health Officer within **two hours** and include (confirmed or suspected):

Animal Bites

Anthrax (suspected or confirmed)

Botulism (including food-borne, infant and wound)

Brucellosis

Cholera

Diphtheria, noncutaneous

Diseases of Suspected Bioterrorism Origin (including)

Anthrax (suspected or confirmed)

Smallpox (suspected or confirmed)

Diseases of Suspected Foodborne Origin (clusters only)  
Diseases of Suspected Waterborne Origin (clusters only)  
Enterohemorrhagic *E. coli* including *E. coli* 0157:H7  
*Haemophilus influenzae* invasive disease (under age 5 exclude otitis media)  
Hemolytic Uremic Syndrome  
Hepatitis A – acute (suspected or confirmed)  
Hepatitis, unspecified (infectious)  
Listeriosis  
Measles (Rubeola) (suspected or confirmed)  
Meningococcal Disease (suspected or confirmed)  
Paralytic shellfish poisoning  
Pertussis (suspected or confirmed)  
Pesticide Poisoning (hospitalized, fatal, or cluster) – Call **1-800-732-6985**  
Plague  
Poliomyelitis  
Rabies  
Relapsing fever (Borreliosis)  
Rubella, including congenital  
Salmonellosis  
Shigellosis  
Tuberculosis (suspected or confirmed)  
Typhus  
Yellow Fever  
Unexplained Critical Illness or Death  
Rare Diseases of Public Health Significance

**Within 3 work days** diseases must be reported to the Communicable Disease Nurse or in his/her absence, a Personal Health Supervisor or Thurston County Health Officer within **three days** of diagnosis and include:

- AIDS (including AIDS in person previously reported as HIV)
- Campylobacteriosis
- Chancroid
- Chlamydia trachomatis*
- Cryptosporidiosis
- Cyclosporiasis
- Encephalitis, Viral
- Giardiasis
- Gonorrhea
- Granuloma inguinale
- Hantavirus Pulmonary Syndrome
- Hepatitis B – acute, initial diagnosis only
- Hepatitis B surface antigen positive pregnant women
- Herpes simplex, genital and neonatal (initial infection only)
- HIV infection
- Immunization reactions, severe, adverse
- Legionellosis
- Leptospirosis
- Lyme Disease
- Lymphogranuloma venereum
- Malaria
- Mumps
- Pesticide Poisoning (other) – Call **1-800-732-6985**
- Psittacosis
- Q fever
- Rabies post exposure prophylaxis
- Streptococcus Group A, invasive disease
- Syphilis (including congenital)
- Tetanus
- Trichinosis
- Tularemia
- Vibriosis
- Yersiniosis

**Within 1 month** diseases must be reported to the agency (phone #) within one month of diagnosis and include:

|                                                              |                |
|--------------------------------------------------------------|----------------|
| Hepatitis B, chronic (initial diagnosis only) – local health | (360) 786-5470 |
| Hepatitis C, chronic (initial diagnosis only) – local health | (360) 786-5470 |
| Asthma, occupational (suspected or confirmed) –              | 1-888-66-SHARP |
| Birth Defects – Autism                                       | (360)236-3492  |
| Birth Defects – Cerebral Palsy                               | (360)236-3492  |
| Birth Defects – Fetal Alcohol Syndrome/Fetal Alcohol Effects | (360)236-3492  |

The Thurston County Health Officer will manage or assign clusters of any disease which may indicate an outbreak, epidemic, or related public health hazard. Clusters include, but are not limited to, suspected or confirmed outbreaks of food-borne or water-borne disease, chickenpox, influenza or environmentally related disease.

DATE: 8/15/2002  
02

PRO-

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CANCELS: 10/25/95

SEE ALSO: \_\_\_\_\_

## PROCEDURE

Approved By: 

### PRO-02

### HANDLING REPORTS OF COMMUNICABLE DISEASES

|                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|----------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><u>Action by:</u></b><br>Telephone Operator<br>or Front Desk<br>Receptionist: | <b><u>Action:</u></b><br>Receives letter, call, or personal inquiry concerning any communicable disease or serious reaction to vaccination.<br><br>Refers inquiry to Communicable Disease Support Staff.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Communicable<br>Disease Support<br>Staff:                                        | Receives a direct call or a referral from Operator and/or Receptionist.<br><br>Maintains list with the phone numbers of staff and the diseases each staff member is responsible for.<br><br>Transfers call to Communicable Disease or assigned staff immediately, if available.<br><br>If not available, writes case information on Acute Communicable Diseases Case Report form (see TSK-01) or disease specific case report form.<br><br>Routes case information to assigned staff.<br><br>Records information from the person making report into PHIMS(see TSK-01).                                                                                                                                                             |
| Communicable<br>Disease Health<br>Officer(s):                                    | Contacts Physician (if lab reported) for significant patient information.<br><br>Contacts case (or guardians) to gather additional information and to identify exposed persons (see specific disease management section). Stresses information collected is confidential.<br><br>Confirms that a meeting of the Public Health Response Team has been called (if needed).<br><br>Discusses management strategy with the Thurston County Health Officer.<br><br>Follows Guidelines listed in the current edition of <u>Control of Communicable Diseases Manual</u> by James Chin. (Supplemental information can be obtained from the most current issue of AAP Red Book and ACIP Guidelines).<br><br>Completes information in PHIMS. |
| Communicable<br>Disease Support<br>Staff:                                        | Routes completed case reports to CD supervisor and Thurston County Health Officer for verification.<br><br>When review is completed, print and send reports to Washington State Communicable Disease Epidemiology (see specific disease management section).                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |



DATE: 8/15/2002

TSK-01

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CANCELS: 10/25/95

SEE ALSO: \_\_\_\_\_

## TASK-01

Approved By:  Diana J. McMahon

### TSK-01

#### GATHERING BASIC INFORMATION ABOUT A REPORTABLE DISEASE

After receiving a letter, call, or personal inquiry regarding a reportable disease, the Communicable Disease Support Staff or CD Health Officer:

1. Obtains the following information and enter into PHIMS:
  - a) **The individual reporting the case:**
    - i) Name
    - ii) Phone number
    - iii) Has patient been informed of this diagnosis?
  - b) **The case:**
    - i) Name
    - ii) Phone number
    - iii) Address
    - iv) Occupation
    - v) Place of employment - School - Day Care Center
    - vi) Date of Birth
    - vii) Sex
    - viii) Date symptoms began
    - ix) Description of symptoms
    - x) Date of exposure
    - xi) Date of laboratory test
    - xii) Laboratory results
    - xiii) Health care provider
    - xiv) Treatment - Medications
    - xv) Source

2. Contacts laboratory or health care provider for lab results and/or other information necessary to complete the form.
  - a) If laboratory results are pending, continues investigating report and requests laboratory to inform Thurston County Health Department when results are available.
3. Completes required form(s) for the reported disease.
4. Assures case, information collected for case report is confidential.
5. Refers to following Disease Management Section (*pages 17-97*) for specific handling of each disease.

DATE: 8/15/2002

TSK-02

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CANCELS: 9/1/92

SEE ALSO: \_\_\_\_\_

## TASK-02

Approved By:



### TSK-02    SENDING STOOL SAMPLE TESTING KITS TO CLIENTS

After informing a client a stool sample is recommended, the Communicable Disease Staff:

1. Obtains a Cary Blair (CB) test kit or an Ova and Parasites (O & P) test kit from Epidemiology Services supplies.
  - a) If test kit is unavailable, calls the State Mail Room to order kits at (206) 361-2865
2. Checks expiration date on the test kit container.
  - a) Sends expired kits back to State Mail Room.
3. Insures lab slip is stamped with return address.
4. Addresses envelope to client.
5. Encloses test kit in bio hazard bag with a memo indicating:
  - a) The Thurston County Health Department does not provide diagnosis.
  - b) The Thurston County Health Department does not provide treatment.
  - c) Testing is done by the State Lab; Thurston County Health Department has no control over the time it takes to complete the test or issue results.
6. Mails envelope or leaves envelope at reception desk for client to pick up.
7. Records information in Test Kit logbook:
  - a) Name
  - b) Address
  - c) Phone
  - d) Test Kit requested
  - e) Date sent
  - f) Results
8. Records results in Test Kit logbook when they arrive from the State Lab.
9. Informs client of the results.
  - a) If results are positive, Completes a Case Report form and refers client to personal health care provider for follow up and treatment.
  - b) If results are negative, refers contact to personal health care provider if symptoms persist.

DATE: 8/15/2002

TSK-03

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CANCELS: 9/1/92

SEE ALSO: \_\_\_\_\_

## TASK-03

Approved By:



### TSK-03 PROVIDING PERTUSSIS OR VIRAL TRANSPORT MEDIA KITS TO PHYSICIANS

After receiving a call from a health care provider requesting viral transport media or pertussis test kit the Communicable Disease Support Staff:

1. Obtains a Pertussis Test Kit:
  - a) test tube with charcoal agar in double mailer; two slides in cardboard slide holder in an envelope, instruction sheet; two lab request sheets, and two calcium alginate wire swabs;
  - b) if packet is unavailable, calls the State Mail Room to order at (206)361-2865. or;
2. Obtains a Viral Transport Media:
  - a) Viral Transport Media with screw top lid in a mailer and plastic or wire shaft cotton or Dacron swabs, lab request sheet;
  - b) if packet is unavailable, calls the State Mail Room to order at (206) 361-2865.
3. Arranges for health care provider to pick up test kits from Health Department.
4. Completes follow-up as outlined in Disease Management Section (pages 17-103) if test results are positive for a reportable disease.

DATE: 8/15/2002

TSK-04

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CANCELS: 9/1/92

SEE ALSO: \_\_\_\_\_

## TASK-04

Approved By:



### TSK-04 ISSUING PUBLIC HEALTH ALERTS

After being assigned by the Thurston County Health Officer to draft a public health alert, the Communicable Disease Health Officer:

1. Drafts Public Health Alert that includes the following information:
  - a) Disease of concern
  - b) Number of known cases
  - c) Action taken
  - d) Incubation period
  - e) Symptoms
  - f) Where to report suspected cases
  - g) Recommended treatment
2. Follows format of sample public health alert (appendix X).
3. Submits to Thurston County Health Officer for approval.
4. Distributes Public Health Alert by telephone, FAX, mail or delivery to:
  - a) Local health care providers
  - b) Hospitals
  - c) Clinics
  - d) Schools
  - e) Thurston County Personal Health Division
  - f) Thurston County Board of Health and CAO
  - g) Thurston County Environmental Health Division
  - h) Thurston County Central Services Information Desk
  - i) Health Departments in adjacent counties
  - j) Washington State Department of Health - Communicable Disease Epidemiology.
5. Distributes Public Health Alert by telephone, FAX, mail or press conference to local media. (see attached media list).

## DEFINITIONS

1. **Carrier** - A person who has a specific infectious agent and serves as a potential source of infection to others, but who may or may not have signs and/or symptoms of the disease.
2. **Case** - A person, alive or dead, diagnosed as having a particular disease or condition by a health care provider with diagnosis based on clinical and/or laboratory findings.
3. **Cluster** - Any group of cases, suspected cases, or deaths related to the same disease or condition.
4. **Communicable Disease** - An illness due to a specific infectious agent which is transmitted from one person, animal, or object to another person by direct or indirect means, including transmission via an intermediate host or objects, food, water, or air.
5. **Communicable Disease Section** - Communicable Disease Health Officer and related Support Staff.
6. **Communicable Disease Health Officer** - Individual appointed by Thurston County Health Officer to investigate communicable disease reports.
7. **Communicable Disease Response Team** - Consists of the Thurston County Health Officer, Thurston County Health Department Director or Deputy Director, Thurston County Health Department Program Managers, Thurston County Health Department Administrative Supervisor and representatives from Thurston County Health Department Client Services (HUB team), Epidemiology Assessment and Planning Services, Thurston County Environmental Health. The team is convened to determine the Health Departments response to urgent situations affecting public health (i.e.: Hepatitis-A in a foodhandler).
8. **Communicable Disease Support Staff** - Individual(s) assigned to assist Communicable Disease Health Officer or other Health Officers.
9. **Contact** - Someone who is exposed to an infected person, animal or contaminated environment, who could potentially become infected.
10. **Environmental Health Officer** - Individual appointed by Thurston County Health Officer to investigate environmental health issues.
11. **Environmental Health Supervisor** - Any Senior Environmental Health Specialist, Program Manager, or Environmental Health Director.
12. **Environmental Health Support Staff** - Individual(s) assigned to assist Environmental Health Officer.
13. **Epidemic** - See Outbreak.
14. **Food Handler** - Any person preparing, processing, handling or serving food or beverages for people other than members of his or her household.
15. **Food Service Establishment** - Any establishment where food or beverages are prepared for sale or service on the premises or elsewhere, and any other establishment or operation where food is served or provided for the public with or without charge.
16. **Health Care Provider** - Any person having direct or supervisory responsibility for the delivery of health care or medical care who is:
  - a) Licensed or certified in this state under Title 18 RCW; or
  - b) Military personnel providing health care within the state regardless of licensure.
17. **Isolation** - The separation or restriction of infected persons, or of persons suspected to be infected, from others to prevent transmission of the infectious agent.
18. **Local Health Department** - Thurston County Health Department.
19. **Local Health Officer** - The individual appointed under chapter 70.05 RCW as the health officer for the Thurston County Local Health Department.

- 20. **Notifiable Conditions** - A disease or condition of public health importance designated as reportable under WAC 246-101 which must be reported to the Thurston County Health Officer.
- 21. **Outbreak** - Occurrence of cases of a disease in any area over a given period of time in excess of the expected number of cases.
- 22. **Personal Health Supervisor** - Individual assigned to act as Thurston County Local Health Officer in his/her absence.
- 23. **Quarantine** - (a) Restricting activities of well persons or animals who have been exposed to a case of communicable disease during its infectious period. This is to prevent disease transmission during the incubation period if infection should occur. (b) Enforced isolation of infected person.
- 24. **Source of Contamination** - Person, animal, object or substance including water or food which carries or contains an infectious agent.
- 25. **Source of Infection** - Person, animal, object, or substance which can pass an infectious agent to a host.
- 26. **Surveillance of Disease** - Monitoring all cases and contacts to determine the spread of disease and effectiveness of control measures.

## **NOTIFIABLE CONDITIONS**

### **COMMUNICABLE DISEASE HEALTH OFFICERS –**

Food & Living Environment Program Supervisor Darrell Cochran  
Handles or assigns all issues relating to disease transmission in pools, foodborne illness, animal bites, rabies, waterborne illness, living conditions, air quality, noise complaints, mold, vectors

#### **Environmental Health Officers**

Communicable Disease Supervisor Marianne Remy  
Handles or assigns all issues relating to disease transmission in schools, child care centers, tuberculosis, communicable diseases other than STD and HIV

#### **Community Health Nurses**

|                 |                   |                                         |
|-----------------|-------------------|-----------------------------------------|
| PHN II          | Dolores Dorffeld  | Tuberculosis, All CD except HIV and STD |
| PHN II          | Kristy Matthews   | Vaccinations                            |
| PHN II          | Michelle Barthule | Related to Child Care                   |
| Health Educator | Monica Lyons      | Sexually transmitted diseases           |
|                 | Diana Johnson     | HIV, AIDS                               |

Epidemiologist Vacant

Registrar Ruby Dorn  
Maintains birth and death records and surveillance. Staffs Child Death Review team. Assists in surveillance by alerting Thurston County Health Officer to deaths involving persons under age of 19, deaths related to AIDS/HIV, unexplained deaths of infectious origin, unexplained death, death due to pneumonia, sepsis, overwhelming infection in person without underlying disease, rare or unusual illness or disease.